

25 March 1960

MEMORANDUM FOR: U.S. Army Transportation Intelligence Agency
ATTENTION : Col. Robert Thompson
SUBJECT : Training of Mrs. Helen Mims in the Intelligence Subject Code

From 29 February to 25 March 1960, Mrs. Helen Mims received training in the organization and use of the Intelligence Subject Code. The Document Division and the Machine Division were included among other trips to acquaint the trainees with document processing methods and reference facilities within CIA.

Mrs. Mims' inquiring mind and interest in indexing brought her full exploitation of the training offered. She has acquired an understanding of the Intelligence Subject Code and of CIA's document processing. However, re-training will be necessary after the revised Intelligence Subject Code is in use.

We have enjoyed Mrs. Mims' stay with us.

FOR THE ASSISTANT DIRECTOR, OFFICE OF CENTRAL REFERENCE

25X1A9a


Chief, Document Division/CR.

OCR/DD/Analysis Branch
ATIBBS: ntw 25/3/60

Distribution:

Orig. & 1 - addressee
1 - Analysis Branch
1 - Document Division
1 - Admin.Staff, CR.